

Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
10/18/2013	1.1	Original Document.	DDS

Recap of UFS Programs to Delete, Reverse and Reissue POS Invoices

There are several Uniform Fiscal Systems (UFS) Purchase of Service (POS) programs to delete turnaround invoices (TAI), delete POS invoices, reverse POS invoices, and reset invoice prep flags so POS invoices can be regenerated. This document will provide an overview of each program, its features and recommended use. Instructions for these programs are available on the Application Support Team (AST) website under the link for UFS Application Instructions (www.dds.ca.gov/AST/ufs.cfm).

Programs to Delete or Reverse Invoices

PSME23 Option 11. Delete TAI, Provider E-Bill and Reset Invoice Prep Flag on Auth

This menu option will delete a TAI before processing and reset the authorization invoice prep flags so the invoice can be regenerated. The user enters an invoice number or a range of invoices numbers. Be very careful when entering an invoice range, because **ALL** TAIs within the invoice number range will be deleted and the authorization invoice prep flags reset so that new invoices can be generated. If invoices have been accidentally deleted, they cannot be retrieved. If an invoice has been processed past the TAI stage, either through POS invoice enter/update or eBilling batch, then the TAI will not be available for deletion and the authorization invoice prep fields will not be reset. If the TAI has already been sent to the eBilling website, this process will not delete invoices from the website. Staff will need to sign on to the eBilling website and manually delete the invoices. If the provider submits an invoice that has been deleted in UFS, the submitted invoice cannot be processed.

PSME23 Option 10. Delete Invoices

This menu option can be used for invoices at all stages of processing after the TAI has been added to the invoice file. Once an invoice has been accrued or paid, deletion requires a journal entry. An invoice with a detail line that is a credit cannot be processed. If a credit invoice has not been accrued, the credit can be removed and the invoice deleted. This process does not create a new invoice; it changes all invoice lines and the invoice control record to a deleted status. This program is required to delete or reverse an invoice that includes a contract line. Deleting an invoice using this process will remove the invoice from the ICF SPA error report or reverse an invoice billed to ICF SPA in the regular transactions section of the report. This process does not reset the authorization invoice prep fields required to regenerate an invoice. Refer to PSME23 Option 12. Reset Auth Inv Prep Flag by Inv# below to reset the authorization invoice prep fields.

PSME23 Option 15. Reverse POS Invoice Lines

This new program will allow the user to reverse selected invoice lines for paid invoices and will reverse the attendance associated with those invoice lines. This option creates a credit invoice that must be processed through “payment”. This program cannot be used for contract invoices, credit invoices or payment adjustments. It should be used when only specific invoice lines require correction; it can however be used when all invoice lines require correction. This option does not reset the authorization invoice prep flags. PSME23 Option 16. *Reset Inv Prep for Reversed Inv Ln* works with this program to reset the authorization invoice prep flags. The benefit of using this program instead of Option 10. *Delete Invoices* is that this process creates credit invoices that can be “paid” by offsetting payments in a check run. This process will remove invoice lines from the ICF SPA error report and when reversing an invoice line billed to the ICF SPA, will be included in the regular transactions section of the report.

Programs to Reset the Invoice Prep Flag to Reissue Invoices

Please note: Once an authorization invoice prep flag has been reset, invoices must be generated using PSME23 Option 1. *Generate Turnaround Invoices*.

PSME23 Option 12. Reset Auth Inv Prep Flag by Inv#

The POS Authorization record includes the last invoice number generated for each authorized service month. This procedure uses the invoice number and service month entered by the user to search authorizations to find the matching invoice numbers and then resets the invoice prep flags of the authorization to blank. Once this has been done, the user will be able to generate a new invoice. Be sure to check the report to make sure that all authorization invoice prep fields have been reset, since there may have been subsequent invoices generated for some of the authorizations and those invoice prep fields will not be reset using this process since the matching invoice number will not be found. If an authorization invoice prep field has not been reset, use PSME51 Option 13. *Authorization file “B” record* to determine the last invoice number for the month for an authorization or reset it manually using PSME22 Option 5. *Maintain Non-Fiscal Authorization data*.

PSEB01 Option 9. Reset Auth Invoice Prep Flags for Deferred Invoice Lines

This program is used to reset the invoice prep flag only for invoice lines set by the service provider as “deferred” on the eBilling website. When a service provider sets an invoice line to “defer”, they are not billing for services, they are asking for a replacement invoice to bill for that service. This program includes criteria allowing regional center staff to work with deferred invoice lines by the user initials assigned during invoice processing.

PSME23 Option 16. Reset Inv Prep for Reversed Inv Ln

This option will reset the authorization invoice prep flag for invoices reversed using the UFS program, PSME23 Option 15. *Reverse POS Invoice Lines* only. This program can be used only when the credit invoices created using Option 15 have been “paid”.

Programs to Reverse and Resubmit ICF SPA Billings

ICFSPA Option 8 *Reverse/Resubmit ICF Billings*

This program on UFS Menu ICFSPA Option 8 *Reverse/Resubmit ICF Billings* will allow the user to reverse and resubmit ICF SPA billings; reverse only; and, resubmit previously reversed ICF SPA billings. ICF SPA invoices may need to be reversed and/or resubmitted for a variety of reasons, including:

- Consumer was absent from the ICF
- Consumer moved from the facility
- Consumer was not eligible for Medi-Cal
- The date of a consumer move needs to be corrected
- The facility closed
- The facility changed ownership
- The facility was decertified
- The facility was not certified at the time of the billing
- The facility has a new NPI/Location number or a new tax identification number

Reversed and resubmitted invoices will appear in their own section of the ICF SPA billing.